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JOINT OSO/OPC TRAINING COMMITTEE  
MINUTES  
6 April 1949

Present: 25X1A9a [redacted] Training Secretary

1. The minutes of the meeting of 30 March were read and approved.

2. Outline of Duties and Responsibilities. The attached letter from the Assistant Director for OPC to the Joint Committee gives his approval of the Outline as amended by the Acting Assistant Director for OSO. On the basis of this authority the Outline itself will again be presented to both Assistant Directors for signature. When the signatures are obtained those recommendations of the Committee which require the approval of higher authority than the Chiefs of the respective training staffs will be submitted.

3. Training Evaluations. Three copies of each of the training evaluations from BITC XVII for [redacted] and [redacted] were given to [redacted] TRS/OSO retaining one copy for its files.

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The three copies are to be routed (1) to the operational unit employing the student, which may retain or return this copy; (2) to CIA covert personnel [redacted] and (3) retained in OPC training files.

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Re [redacted] OSO Training does not feel that he has made a sufficiently good record to be used in the next BITC as an instructor. [redacted] to speak to him about his performance and tell him that he will be entered in the next AIC and his record there will determine whether or not he can be used on the training staff.

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Re [redacted] OSO training considers him capable of acting as an instructor in the next BITC. He will be entered in the next AIC as a student and will devote as much of his time as OSO training requires between now and the beginning of the AIC to the Basic Course.

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4. OPC Students in BITC XVIII. Six OPC students [redacted] will be enrolled in BITC XVIII to begin 11 April. Miss [redacted] will assist half-time, and Mr. [redacted] full time as instructors.

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5. OPC Instructor Recruitment. [redacted] asked Messrs. [redacted] their opinions on several possible instructors for OPC. A separate list includes the recommendations in cases where the individual was known to Messrs. [redacted]

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6. Recommendation Concerning Liaison with Other Agencies. Mr. [REDACTED] has revised this recommendation to eliminate reference to the [REDACTED] which item will be made the subject of a separate memorandum pending the possible establishment of new liaison channels.

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7. Recommendation Concerning Training OPC Instructors. It is urged that this recommendation as revised be resubmitted as early as possible to OPC for approval. Mr. [REDACTED] asked that a clerk-steno be made available as soon as possible when this program is approved so that the work might be started.

The amount of formal training required by the individuals named in this recommendation is suggested as follows:

- a. Instructors. BITC and complete AIC
- b. Researchers. BITC and OPC pattern of AIC
- c. Administrative Assistants. BITC and Administrative Course
- d. Clerk-Stenos. Audit BITC and Administrative Course complete.

8. Revision of OSO Courses to Meet OPC Needs. OPC is asked to go through the material presented in OSO BITC and AIC and check those lectures and problems which are considered: (a) an irreducible minimum for OPC needs; (b) those which will be useful to OPC students if they fit the schedule; and (c) lectures and problems which OPC recommends adding to the present schedule which will also be useful to OSO personnel.

When this information is received from OPC, the OSO Training Staff will proceed to work out a new pattern of BITC particularly, considering the possibility of running two basic courses concurrently or immediately following each other, and running a security-cleared Basic course.

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9. Glossary of Terms. It was recommended that action proceed on establishing common definitions of terms used in OSO and OPC. A glossary of typically OSO terms has already been prepared, but not approved by OPC. A preliminary glossary of typically OPC terms is to be started immediately. Mr. [REDACTED] will devote his time to this, under the direction of [REDACTED], between now and the next AIC.

10. References to OPC in OSO Courses. [REDACTED] was 25X1A9a reminded of the statement he is to have prepared of the maximum that can be said about OPC in OSO training courses.

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